

HONOURS DISSERTATION INTENTION FORM

STUDENT WHO INTENDS TO COMPLETE THEIR DISSERTATION OVER **2** SEMESTERS

Name & Signature of Student : _____

Matric Number : _____

Mobile No : _____

NUS Email : _____

Specialisation(s) : _____

Dissertation Submission Semester : Monday of Week 12 of Semester ___ AY ___ / ___

Dissertation Title : _____

Please note the important information on the last page of the document before submitting the form.

List of specialisation(s) modules taken in the past semesters and intend to take in the future semesters:

Specialisation(s)	Module Code and Title
1 st Specialisation	
2 nd Specialisation	

Main Supervisor : _____ (Name/Signature)

Supervisor's Department :

Co-Supervisor (if any) : _____ (Name/Signature)

Co-Supervisor's Department :

Head of Department : _____ (Name/Signature)

ACKNOWLEDGEMENT OF PLAGIARISM WARNING

1. No student shall represent the work of another person as his/her own in any academic assignment, dissertation or project even if the material so represented constitutes only a part of the work submitted.
2. In case of doubt, the student is to consult his/her supervisor on whether the representing of any work is considered plagiarism. The University's Board of Discipline (Statute 25) of the National University of Singapore will have the final say on whether the use of a material is considered plagiarism.
3. Any student found to have committed or aided and abetted the offence of plagiarism may be subject to the following penalties depending on the severity of his/her involvement in the offence.
 - a) The student shall receive no mark for the relevant academic assignment, dissertation or project;
 - b) The student shall fail the subject, course or programme of study, with or without a mark given for that subject, course or programme of study; and
 - c) The student shall be treated as having committed a disciplinary offence under Statute 25 (Discipline) of the National University of Singapore Statutes and Regulations.

I have read and understood the content of the above **Warning**.

Name : _____ Matric Number : _____
Course:
(BBAH or : _____
BACH)
Signature : _____ Date : _____

Important Information:

1. Submit 1 copy of the Intention Form and Plagiarism Form to the Undergraduate (Academic) Program Office, Ms Karen Lam (Mochtar Riady Building, 2-7) by Monday of Week 9 of **TWO** semesters before the above indicated Dissertation Submission Semester.
2. Extension of HD submission deadline is rarely given. It is only allowed for very exceptional reasons and only with the approval from Dr Lee Hon Sing (honsing@nus.edu.sg).

Below are some common examples (not exhaustive) of reasons for extension that is not valid:

- The research process (including data collection) taking longer than expected.
 - New angle to the research question which will significantly improve the quality of the research.
 - Unexpected commitments or activities (within and/or outside of the program) besides the dissertation.
 - Compassionate grounds involving personnel who fall outside NUS definition of "immediate family members".
3. To fulfill the Honours requirements, students from 2010/2011 cohort onwards are required to do the dissertation in their area of specialisation(s). (BAC Honours students with or without a specialisation in Finance are to do an HD in Accounting or Finance area.)
 4. If students have changed their specialisation(s), they must declare the new specialisation(s) and remove the old specialisation(s) in CORS. Students must also inform Ms Karen Lam (bizklml@nus.edu.sg) of the change.
 5. Students must submit a new form if there is a change in one or more of the following:
 - a. The specialisation of the student.
 - b. The area (of specialisation) of the HD.
 - c. The dissertation topic and/or title.
 - d. The supervisor or co-supervisor or both.
 6. Students who submit an HD that is not approved by the Head of the Department of his/her area of specialisation(s) will either have to do another HD (that is in his/her area of specialisation) and delay graduation. (Alternatively, BBA Honours students have the option to graduate without a specialisation. This option is however not applicable to BAC Honours students.)
 7. **Final HD Submission Guidelines**

Please kindly submit the following:

- A. One hard-cover bounded copy of the dissertation directly to your Supervisor(s).
- B. One soft-cover bounded copy and two copies in CDs (PDF format) to Ms Karen Lam, at the BBA Office, Mochtar Riady Building, 2-7. Please indicate the dissertation title, name and matric number on the cover of the CDs.
- C. The HD cannot have more than 80 pages, including appendices, tables and figures but excluding title page, contents, acknowledgements, references, questionnaires and computer listings. It must be typewritten with reasonable font size (12-point), double-spacing, and adequate margins (1 inch top, bottom, right and left).
- D. Marks may be deducted for non-compliance of the page limit.

If you have any doubt, please contact Ms Karen Lam (bizklml@nus.edu.sg) for further clarification. More details can be found in the link provided: <http://bba.nus.edu/honours-dissertation.html>